

MIDDLE OF THE MONTH COUNT - TRAIN, ENGINE AND YARD SERVICE EMPLOYEES

Under the "Rules Governing The Classification of Railroad Employees" a middle of the month count of employees is prescribed. This count is to be made on the 15th day of each month, except when it falls on Saturday, Sunday or a holiday, in which case the count will be made as of the last preceding business day.

All active Train, Engine and Yard service employees marked up on respective crew boards as of the day prescribed will be counted as follows:

1. Number assigned to regular passenger, through freight (chain gang), helper, mixed, local, transfer, work and yard crews.
2. Number listed on the extra board who are subject to call for duty. Note: Extra board employees should be apportioned to the various occupations (conductor, brakeman, etc.) and services (passenger, through freight, local, etc.) on the basis that the occupations and services normally receive relief from the extra board. The importance of apportioning the extra board employees cannot be emphasized too much; consequently, crew board count reports on which it appears this provision has been mishandled will be returned for review.
3. Number assigned to the various services under pay on vacation.
4. Number assigned to the various services laying off the day of the count but who performed service during the month prior to the count date or who will, in the opinion of the board supervisor, return to duty before the end of the month.

Employees not subject to call for duty, such as those absent on definite leave or under suspension and those on furlough who have not or will not perform service during the month should be excluded from the count.

Crew Board Location _____ Month _____ 19 _____
 Crew Board Supervisor _____ Title _____

SERVICES

	Passenger	Thru Freight & Helper	Local & Transfer	Work	Switch	Hostler
<u>CONDUCTORS</u>						
1. Regularly Assigned						
2. Extra Board						
3. Vacation						
4. Laying Off						
<u>BRAKEMEN</u>						
1. Regularly Assigned						
2. Extra Board						
3. Vacation						
4. Laying Off						
<u>ENGINEERS</u>						
1. Regularly Assigned						
2. Extra Board						
3. Vacation						
4. Laying Off						
<u>FIREMEN</u>						
1. Regularly Assigned						
2. Extra Board						
3. Vacation						
4. Laying Off						
<u>SWITCHMEN</u>						
1. Regularly Assigned		<u>Foreman</u>	<u>Helpers</u>	<u>Engine Herders</u>		
2. Extra Board						
3. Vacation						
4. Laying Off						

NOTE: Yellowstone Division CONDUCTORS and BRAKEMEN working on Mandan North and South assignments will be counted by the board supervisor at Jamestown and included in the Fargo division report. Yellowstone division ENGINEERS and FIREMEN working on Mandan North and South assignments will be counted by board supervisor at Mandan and these enginemen, including proper proportion of extra board employees, will be reported on a separate report. Crew board supervisors at Livingston will prepare separate reports covering Train and Engine service employees assigned East on the Yellowstone and West on the Rocky Mountain divisions, and the apportionment of extra board employees will be made to occupations and services on the basis of East and West assignments.

REPORTS MUST BE FORWARDED TO THE DISTRICT ACCOUNTANT NOT LATER THAN THE 15TH DAY OF THE MONTH.